

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Rules - Andhra Pradesh Secretariat Subordinate Service Rules, 1997 –
Amendment Orders – Issued.

GENERAL ADMINISTRATION (SER.B) DEPARTMENT

G.O.Ms. No. 134

Dated: 12/05/2014
Read the following:-

G.O.Ms. No. 455, G.A.(Ser.B)Department, dated 31.10.1997

ORDER:-

The usage of computers, with associated software for enhancing efficiency of an employee in Office Automation, in discharging his day-to-day administrative responsibility and to deliver services to the common public, is well known. Computers have become a part of day to day functioning of the Government, and, therefore, it is essential that Government employees must have adequate knowledge of usage of computers and the associated softwares. Government, therefore, desires that the Government employees possesses proficiency in computer usage along with associated softwares.

2. After due consideration, the Government decides that for the employees holding the posts of Assistant Section Officers, Sr.Stenos, Jr.Stenos and Typist-cum-Assistant whose service conditions are governed by the Andhra Pradesh Secretariat Subordinate Service Rules, 1997 must have knowledge to use computers with associated software like M.S. Office etc.

3. Accordingly, the following notification will be published in the Andhra Pradesh Gazette:-

NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and of all other powers hereunto enabling, the Governor of Andhra Pradesh hereby makes the following amendment to the Andhra Pradesh Secretariat Subordinate Service Rules, 1997 issued in G.O.Ms.No.455, General Administration (Ser.B) Department, dated the 31st October, 1997 and as subsequently amended from time to time.

AMENDMENT

In the said rules;

(1) in rule 9, after clause (b), the following shall be added namely:-

“(c). No person shall be eligible for appointment to the posts of Assistant Section Officers, Senior Stenos, Jr.Stenos, Typist-cum-Assistant in the A.P. Secretariat by direct recruitment through APPSC unless he qualifies in the test i.e. **“Proficiency in Office Automation with usage of computers and associated software”** conducted by the APPSC by following the procedure prescribed hereunder:-

(P.T.O.)

: 2 :

“The APPSC shall first undertake recruitment as per the existing procedure of recruitment and short list the names of the candidates by following the process of selection in the ratio prescribed by APPSC. Thereafter, for the short listed candidates, a further test shall be conducted i.e. **“Proficiency in Office Automation with usage of computers and associated software”**, after a gap of not less than three months from the date of short listing of candidates, to assess the proficiency in ‘Office Automation with usage of computers and associate software’, before finalizing the selection list. Only those candidates who pass the said qualifying test of “Proficiency in Office Automation with usage of computers and associate software”, would be eligible for appointment to the relevant post. Qualifying marks for this said qualifying test shall be prescribed by APPSC before conducting the qualifying test.

The procedure shall be specified in the Notification by the recruiting agency i.e. APPSC. The syllabus for the said qualifying test shall be as prescribed by the APPSC and the APPSC will also conduct the qualifying test itself or arrange to conduct the test by Dr.MCR HRD Institute”.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

S.K. SINHA
SPL.CHIEF SECRETARY TO GOVERNMENT (SER. &HRM) (FAC)

To
The Commissioner, Printing, Stationery & Stores Purchase,
A.P. Hyderabad (with a request to publish in Andhra Pradesh
Gazette and supply 500 copies of the same)
All the Departments of Secretariat.
All the Heads of Departments.
All the District Collectors.
All District Judges.
The Law(E) Department.
The Secretary, APPSC, Hyderabad.
All Service Sections in G.A.D.
SF/SC.

//FORWARDED BY ORDER//

SECTION OFFICER